

# NEW ADVERTISEMENTS – FIJI SUN 5 NOVEMBER 2022

## MOHMS 302/2022



### Ministry of Health & Medical Services Role Description

#### Corporate Information

<b>Role:</b>	Computer Operator
<b>Salary Band:</b>	Band E
<b>Salary Range:</b>	\$19,041.75 - \$24,412.50 per annum
<b>Duration:</b>	3 years
<b>Location:</b>	Health Headquarters, Dinem House
<b>Unit/Division:</b>	Digital Health
<b>Reports to:</b>	Systems Analyst Service Desk
<b>Subordinates:</b>	Nil

#### The Position

The position is responsible for:

1. Timely and quality execution of ICT Projects and activities as per Business Plan.
2. Ensure high level of Customer Satisfaction and adherence of 5s for ICT Operations.
3. Ensure improved management of client hardware and software, network, communications and other ICT Services.
4. Fully updated documentation including inventory, network, facility ICT details, etc.
5. Facilitate first Level Support for overall ICT including applications and escalate/consult for further assistance.

#### Key Responsibilities

The position will achieve its purpose through the following key responsibilities/duties:

1. Provide day to day assistance to end users and record the actions.
2. Develop cost estimates, work plans, time schedules and make work assignments to meet objectives.
3. Conduct procurement for ICT Hardware, Services and ITC Consumables.
4. Provide technical report and conduct Board of Survey for ICT Hardware.
5. Organize and attend to trainings held for project updates and ICT Support.
6. Manage IT Projects and activities as directed by the Senior Systems Analyst.
7. Preparation of Service Desk and Project Update Reports on a timely basis.
8. Research and innovation of eHealth Technologies.
9. Update and Manage all day to day task on the Service Desk System.
10. Support of PATIS Plus, CMRIS, LIMS, HRIS, MSIS, Electronic Logistics Management Information including Intranet and other in-house applications.
11. Actively contribute in all corporate activities of the Ministry

#### Key Performance Indicators

Performance will be measured through the following indicators:

1. At least 80% of all helpdesk issues attended within the timeframe allocated.

2. All allocated activities within the ICT business plan completed and delivered as planned.
3. Completion of all required administrative task, reports and application support.
4. Actively contribute in all corporate activities of the Ministry

### **Person Specification**

In addition to Diploma in Computing Science or Information Technology (or equivalent) from a recognized institution, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake this role:

### **Knowledge and Experience**

1. Experience in troubleshooting and repairing Computer Hardware, Printers, Windows Operating
2. Systems, Network and Telephony Systems.
3. Experience in working in an Enterprise Infrastructure Environment which comprises of LAN, WAN, PABX, Client, Server, Database and Applications.
4. Knowledge of Hardware/Software procurement procedures.
5. Experience in writing proposals, reports, documentation and project updates.
6. Experience in prioritizing work assignments in a resource constrained environment.
7. Understanding of the Fijian Constitution (2013) and applicable laws of Fiji.

### **Skills and Abilities**

1. Demonstrated ability to effectively work in a team.
2. Ability to maintain confidentiality of information.
3. Demonstrated innovative skills with attention to detail.
4. Communicate clearly and concisely, both orally and in writing.
5. Service oriented approach, with a commitment to supporting the operational / corporate environment of the organization with high level of Customer Satisfaction

### **Personal Character & Eligibility**

Applicants for employment in the Ministry of Health & Medical Services must be of good character, with a background that demonstrates their commitment to the Civil Service Values contained in the Fijian Constitution. Applicants must also be Fijian Citizens, under age 55, in sound health, with a clear police record. The selected applicant will be required to provide a medical certificate and police clearance prior to take up of duty.

The Ministry is an Equal Employment Opportunity employer. Applications are encouraged from all eligible, qualified applicants. All applicants must address the specific knowledge, experience, skills and abilities required of the job, as these criteria will be considered in assessing the relative suitability of applicants.

# MOHMS 303/2022



## Ministry of Health & Medical Services Role Description

### Corporate Information

<b>Role:</b>	Physiotherapist
<b>Salary Band:</b>	Band G
<b>Salary Range:</b>	\$28,605.45 - \$38,140.60 per annum
<b>Duration:</b>	5 years
<b>Location:</b>	Labasa Hospital
<b>Unit/Division:</b>	Physiotherapy / Labasa Hospital
<b>Reports to:</b>	Senior Physiotherapist
<b>Subordinates:</b>	Junior Physiotherapists

### The Position

The position manages the provision of safe, effective and efficient physiotherapy services at the respective health facilities. This position assists in monitoring, developing and promoting good standards of patient care, assisting staff development with a customer focus.

### Key Responsibilities

The position will achieve its purpose through the following key responsibilities:

1. Provide physiotherapy services in the outpatient clinics and wards within their respective stations;
2. Acquire consumables and materials needed for the unit.
3. Compile and submit daily clinical and monthly statistical updates in their respective areas to the supervisor;
4. Contribute to the staff development to facilitate learning environment within their respective stations.
5. Conduct physiotherapy awareness and educational programs in communities when required;
6. Participate in the corporate activities of the Ministry.

### Key Performance Indicators

Performance will be measured through the following indicators:

1. Clinical duties are performed in accordance with standard physiotherapy procedures, practices and guidelines in a timely manner
2. Reports are submitted in accordance with reporting standards and within the agreed timeframe.
3. Ensure an adequate supply of consumables and materials at all times
4. Active participation in all corporate activities of the Ministry

### Person Specification

In addition to a Bachelor in Physiotherapy or equivalent, the following Knowledge, Experience, Skills and Abilities are required to successfully undertake the role:

### **Knowledge and Experience**

1. At least seven years of clinical work experience in physiotherapy
2. An understanding of methods to procure goods and services
3. Sound knowledge, understanding and approaches to effective physiotherapy services.
4. A working knowledge and understanding of Allied Health Decree (2011), OHS at the workplace, Fijian Constitution (2013) and applicable laws of Fiji

### **Skills and Abilities**

1. Proven ability to provide efficient and effective physiotherapy treatment and advice.
2. Excellent communication skills verbal and written with an attention for detail when reporting.
3. Demonstrated ability to effectively work within a team;
4. Service oriented approach, with a commitment to supporting the operational and corporate environment of the organisation.

### **Personal Character & Eligibility**

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# RE-ADVERTISEMENTS – FIJI SUN 5 NOVEMBER 2022

## MOHMS 233/2022



### Ministry of Health & Medical Services Role Description

#### Corporate Information

<b>Role:</b>	Senior Administrative Officer (Training)
<b>Salary Band:</b>	Band G
<b>Salary Range:</b>	\$28,605.45 - \$38,140.60 per annum
<b>Duration:</b>	3 years
<b>Location:</b>	Health Headquarters, Dinem House
<b>Unit/Division:</b>	Learning and Workforce Development Unit / Human Resource
<b>Reports to:</b>	Manager – Learning and Workforce Development Unit
<b>Subordinates:</b>	Administrative Officer, Clerical Officer

#### The Position

This position assists the manager in ensuring that all leaning and workforce development needs are addressed in accordance with the Civil Service Learning and Development Guidelines and the relevant learning and development legislations. Additionally, the post holder conducts in-house training as per training and development plan including induction and on-boarding. Moreover, this role also assists in the review of the Strategic Workforce Plan for the Ministry.

#### Key Responsibilities

The position will achieve its purpose through the following key responsibilities/duties;

1. Facilitate the identification of training & development needs, and compile the inhouse training calendar for all levy paying staff.
2. Ensure all National Training & Productivity Grant Scheme is implemented.
3. Conduct in-house training and ensure that all training reports are as per NTPC requirements.
4. Assist with the review of the Strategic Workforce Plan and identify means of addressing workforce gaps
5. Review training and workforce development procedures for improved efficiency and ensure that training module of HRMIS is updated on a regular basis.
6. Active participation in all corporate activities of the Ministry.

#### Key Performance Indicators

Performance will be measured through the following indicators:

1. All training and learning development activities are identified and addressed in a timely manner in accordance with relevant legislations, policies and guidelines.
2. Strategic Workforce Plan is reviewed on annual basis and report submitted to supervisor by the due date.
3. Effective and timely supervision of staff activities and performance to ensure individual work plans are met.

4. All reports are submitted within the agreed timeframes, and meet the standard reporting requirements
5. Active participation in the corporate activities of the Ministry as and when required.

### **Person Specification**

In addition to having a recognized undergraduate qualification in Human Resource Management, Public Administration, Training & Development or equivalent, the following Knowledge, Experience, Skills and Abilities required to successfully undertake this role. A training registration with NTPC (or other) as a Training Instructor, or Training Officer is desirable.

### **Knowledge and Experience**

1. Proven understanding and experience in human resource management field especially in the area of adult learning and workforce development.
2. Demonstrated experience in preparing, conducting and evaluating training programs, and identifying workforce needs.
3. Experience in the use of IT software such as Microsoft applications
4. Understanding of the Fijian Constitution (2013) and all applicable laws of Fiji

### **Skills and Abilities**

1. Extensive communication skills both written and verbal with the ability to prepare, conduct and assess training sessions.
2. Ability to work in a team and meet tight deadlines in a resource constrained environment.
3. Excellent analytical skills with the ability to analyze a large amount of data using IT applications
4. Service oriented approach with a commitment to achieving the corporate objectives of the organization

### **Personal Character & Eligibility**

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